

University of Arizona
School of Information Resources and Library Science
Internship/Practicum Pre-Requisites and Requirements

The purpose of an **internship** is to provide student interns with the academic challenge of a field-based project or problem in which they can employ the knowledge and skills acquired during their SIRLS program of study. Internships must be project- or problem-based and emphasize the use of both practical and theoretical knowledge and skills.

Practica are very similar learning experiences, but are less “project” focused and more like a part-time, temporary job. A student intern “shadows” a professional librarian, learning his/her position functions and helping as needed. There is not a specific project or projects with a beginning and an end.

The requirements and obligations are exactly the same for the internship and the practicum. Both are considered a type of “**individual study**” for which students receive credit. Both may be either paid or unpaid; payment makes no difference regarding credits received.

Requirements:

1. Students must have taken at least 12 credits of SIRLS classes and be in good academic standing to apply for an internship.
2. Students must submit the “Application for Individual Studies” by the deadline. The deadline for Fall Semester is July 1st; for Spring Semester, Dec 1st; and for Summer Sessions, May 1st.
3. Students must submit an Internship Proposal by the above deadlines, the contents of which are described at www.sir.arizona.edu/courses/indiv_req.html
4. For students following the new program requirements, a maximum of three (3) internship or practicum credits can be presented for graduation. For students following the pre-Spring 2006 program requirements, a maximum of six (6) internship and/or practicum credits can be applied towards graduation requirements. Most internships are three credits each. An internship for three credits represents a minimum of 135 hours of work. Internships are graded on a pass/not pass basis. **No incompletes are allowed except under special circumstances and with advance approval.**
5. New internship opportunities are posted on the IRSAdmin list as they become available. Students may seek out their own internship opportunities as well.
6. A list of available internships is at www.sir.arizona.edu/resources/internshiplist.html
7. The checklist of procedures to take an internship is at www.sir.arizona.edu/courses/checklist.html
8. Student interns must meet regularly with their internship site supervisors and with their faculty advisors regarding their progress.
9. Student interns must submit a final report of 3-5 pages prior to the end of the semester or session of the internship in order to receive a grade and credits.

Questions? Please contact Leslie Kent Kunkel at lkunkel@email.arizona.edu